

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 8	
2. CONTRACT NO.	3. SOLICITATION NO. 2003-N-00896	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 8/12/2003	6. REQUISITION/PURCHASE NO. 01		
7. ISSUED BY Centers for Disease Control and Prevention (PGO) International and Territories Acquisition and Assistance Branch 2920 Brandywine Rd, Atlanta, GA 30341-5539		8. ADDRESS OFFER TO (If other than Item 7) Approved as to Form and Legality:				

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder."

SOLICITATION

9. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until 4:00p local time 9/12/2003
(Hour) (Date)

CAUTION -- LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Jamie W. Legier	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER: EXT: (770) 488-2635	C. E-MAIL ADDRESS JLegier@cdc.gov
---------------------------	----------------------------	-----------------------------------------------------------------------------	--------------------------------------

11. TABLE OF CONTENTS

(x)	SEC.	DESCRIPTION	PAGE(S)	(x)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1		I	CONTRACT CLAUSES	
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	3		J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16. Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND ADDRESS OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)
----------------------------------	------	----------	----------------------------------------------------------------------------

15B. TELEPHONE NO. AREA CODE NUMBER EXT.	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
---------------------------------------------	--------------------------------------------------------------------------------------------	---------------	----------------

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	
24. ADMINISTERED BY (If other than Item 7) Centers for Disease Control and Prevention (PGO) Procurement and Grants Office 2920 Brandywine Rd, Atlanta, GA 30341-5539		25. PAYMENT WILL BE MADE BY	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
		28. AWARD DATE	

IMPORTANT -- Award will be made on this form, or on Standard Form 26, or by other authorized official written notice.

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS UNUSABLE

STANDARD FORM 33 (REV. 9-97)
Prescribed by GSA
FAR (48 CFR) 53.214©

Section B - Supplies Or Services And Prices/Costs

B.1 FIRM-FIXED-PRICE (1 January 2004 – 31 December 2004)

ITEM	SUPPLIES / SERVICES	QTY / UNIT	UNIT PRICE	EXTENDED PRICE
0001	Salary	12/Months	\$ _____	\$ _____

B.2 FIRM-FIXED-PRICE (1 January 2005 – 31 December 2005)

ITEM	SUPPLIES / SERVICES	QTY / UNIT	UNIT PRICE	EXTENDED PRICE
0002	Salary	12/Months	\$ _____	\$ _____

B.3 FIRM-FIXED-PRICE (1 January 2006 – 31 December 2006)

ITEM	SUPPLIES / SERVICES	QTY / UNIT	UNIT PRICE	EXTENDED PRICE
0003	Salary	12/Months	\$ _____	\$ _____

B.4 FIRM-FIXED-PRICE (1 January 2007 – 31 December 2007)

ITEM	SUPPLIES / SERVICES	QTY / UNIT	UNIT PRICE	EXTENDED PRICE
0004	Salary	12/Months	\$ _____	\$ _____

B.5 FIRM-FIXED-PRICE (1 January 2008 – 31 December 2008)

ITEM	SUPPLIES / SERVICES	QTY / UNIT	UNIT PRICE	EXTENDED PRICE
0005	Salary	12/Months	\$ _____	\$ _____

TOTAL ITEMS B.1 – B.5 \$ _____

Chief Consultant for Informatics Activities

SOLICITATION NUMBER: 2003-N-00896
ISSUANCE DATE: 11 August, 2003
CLOSING DATE/TIME: September 12, 2003, 4:00pm EST
POSITION TITLE: Chief Consultant for Informatics Activities
MARKET VALUE: Equivalent to a GS-14/15 level. (\$72,381 to \$110,682)
PERIOD OF PERFORMANCE: 1 January 2004 – 31 December 2008 (12- month base period with 4 12-month option periods)
PLACE OF PERFORMANCE: Gaborone, Botswana
SECURITY ACCESS: Top Secret (To be processed after selection of candidate)

SUBJECT: Vacancy at BOTUSA/Botswana RFP 2003-N-000896 entitled "Chief Consultant for Informatics Activities"

(Award for 12 months increments, not to exceed 60 months)

The United States Government, represented by the The Centers for Disease Control and Prevention (CDC), is seeking applications of qualified individuals from persons interested in providing the Personal Services Contract (PSC) services as described in the attached solicitation. Submittals shall be in accordance with the attached information at the place and time specified.

Any questions on this solicitation should be directed to at the Contracting Office no later than 22 August 2003, and maybe submitted via facsimile to 770-488-2635, via e-mail to jlegier@cdc.gov or mailed hard copy to the address shown as the issuing office on the cover sheet of the solicitation

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents should be submitted to the following

Centers for Disease Control and Prevention, PGO
International and Territories Acquisition and Assistance Branch
Attn: Jamie W. Legier
2920 Brandywine Road,
Atlanta, GA 30341
Solicitation No. 2003-N-00896

A. BACKGROUND AND NEED

The Global AIDS Program (GAP) exists to help prevent HIV infection, improve care and support and build capacity to address the global HIV/AIDS pandemic. GAP provides financial and technical assistance through partnerships with communities, governments, and national and international entities working in resource-constrained countries. GAP Program is working in 25 countries on 3 continents to slow the HIV/AIDS epidemic and its impact. GAP's collaborative effort with U.S. Agency for international Development (USAID), the Departments of State, Labor, and Defense and other national and international agencies, represents the first major effort by CDC to combat the epidemic overseas.

B. PROJECT OBJECTIVE

The purpose of this project is to assist the CDC Chief of Party/BOTUSA Project Director in the implementation of informatics related activities, including information systems design and development; data collection, management, analysis; office hardware and connectivity to support the research and HIV program implementation activities of the BOTUSA project. Consultations will be performed with epidemiologists, public health advisors and other BOTUSA staff to apply the science of informatics to the development manual and electronic data and communications systems that support data management and analysis objectives of the BOTUSA project.

C. STATEMENT OF WORK

1. Major Duties and Responsibilities:

The Contractor shall serve as Chief Consultant for Informatics Activities at the Botswana - CDC Collaboration (BOTUSA) in Gaborone, Botswana. The Contractor shall provide technical and consultative expertise in informatics; information systems design and development; data collection, management, and analysis; and office hardware and connectivity to support the research and TB/HIV program implementation activities of the BOTUSA project. The Contractor shall also provide technical support through expert consultation and capacity building in the areas of system design, data collection, management, analysis, and reporting to collaborating organizations those within the Ministry of Health and Ministry of Local Government and to non-governmental and other supported organizations (NGOs/SOs). The following are the major tasks to be conducted by the contractor:

- a. Provide technical consultation in informatics and informatics systems design and development.
- b. Provide technical assistance to the BOTUSA project with scientific data management and information dissemination activities.
- c. Provide written recommendations to the CDC Chief of Party/BOTUSA Director on staffing and recommendations for appropriate supervision of the informatics and information systems support team.
- d. Develop plans for and assist with staff development in the areas of informatics and information systems.

2. Specific Functions:

a.. The Contractor shall perform the following functions as Chief Consultant for Informatics Activities:

1). Information Systems Program Support

The Contractor shall provide consultative expertise in building and maintaining a program in informatics and information systems support within the BOTUSA project. The Contractor shall consult with epidemiologists, public health advisors and other BOTUSA staff to apply the science of informatics to the development manual and electronic data and communications systems that support the data management and analysis objectives of the BOTUSA project. The Contractor shall have ultimate responsibility for the functionality of information systems, quality of data being collected, and appropriateness and accuracy of information systems tools and analytic methods used within BOTUSA.

2) Informatics Team

i. Develop Informatics Team Staffing Plan: The Contractor shall be responsible for developing a staffing plan for development of an Informatics Team to meet the ongoing needs of the BOTUSA project in the area of informatics. The information systems and data managed by the Informatics Team will be at a level of quality and competency for presentation at international scientific conferences and in peer review scientific journals. The team shall include hardware, office automation and LAN/WAN connectivity experts, software application developers, data entry clerks, and other support staff. Responsibilities include identifying qualified staff to fill required positions, evaluating the quality and completeness of the work performed by these staff.

3) Develop Procedures for Data Entry/Collection/Management: The Contractor shall develop a set of processes for the review of data entered by the data clerks and provide feedback to the data managers for areas of improvement. Provide recommendations to the CDC Chief of Party/Director of the BOTUSA project on how best to supervise data entry and management personnel. This shall include suggesting specific activities that these staff should engage in to support the organization and project data collection, management, and analysis goals of BOTUSA. The Contractor shall assist in the planning of resources for supporting and building capacity at BOTUSA and supported organizations.

4) Training: The Contractor shall be responsible for ensuring the staff on the Informatics Team maintain the level of skill required to function. Through direct collaboration with BOTUSA staff and through external consultations as the Contractor deems necessary, shall develop skills of informatics staff including data managers and system developers. Using analysis and design tools, the Contractor shall will routinely present information on the status of the information systems to data staff and management of the Non Government Organizations (NGOs)

b. Data Management

- 1) **Data Management:** The Contractor shall consult with epidemiologists, microbiologists, statisticians, data managers, counselors, and clinicians at BOTUSA and at NGOs/SOs to identify and execute appropriate in-depth analyses of data after data management and cleaning activities have been completed. The Contractor shall carry out complex data management, recoding, and manipulation techniques using Epi Info and other data management tools required by BOTUSA projects. More advanced analyses will be assisted, as required, by epidemiologists and/or statistical consultants. The Contractor shall support BOTUSA analysis needs through consultations and training of researchers and other programming staff. The Contractor shall have ultimate responsibility of developing the capacity for appropriate analyses and scientific writing at supported organizations through training, seminars, and providing technical expertise to BOTUSA staff supporting these organizations. Information systems and data managed by the Informatics Team utilizing the recommendations of the Chief Consultant for Informatics Activities shall be at a level of quality and competency for presentation at international scientific conferences and in peer review scientific journals.
- 2) **Data Files:** The Contractor shall deliver clean and edited data files in ACSII format, encrypted and password protected, for all surveillance forms collected and processed, with all personal identifiers removed.

c. Meeting Requirements: The Contractor shall attend, at a minimum, the following meetings:

- 1) The Contractor shall attend a pre-performance meeting to discuss forms, policy and procedures for information systems requirements in CDC/Botswana. The meeting will be held at CDC, Global AIDs Program, National Center for HIV/STD/TB Prevention, 1600 Clifton Road, Atlanta, GA 30333, within 30 days of contract award.
- 2) The Contractor shall attend annual meetings to review program progress and data collection issues. The meetings will be held at CDC, Global AIDs Program, National Center for HIV/STD/TB Prevention, 1600 Clifton Road, Atlanta, GA 30333 annually beginning approximately 12 months after contract award date.

d. Reporting Requirements:

- 1) **Annual Assessment:** The Contractor shall submit an annual assessment of program objectives, and other work accomplished in the 12 month period. The assessment shall include a narrative documenting significant work activities, with a special focus on constructive criticisms and recommendations for improvement that might enhance implementation of future projects.
- 2) **Final Report:** The contractor shall submit a final report upon contract expiration, which includes a report of the overall project and recommendations. The report shall include all complete raw/edited data set files in ASCII format.

D. DESIRED QUALIFICATIONS AND SELECTION CRITERIA FOR TEAM LEADER:

The offerors will be evaluated based on three criteria:

- (1) knowledge and experience of the offeror in the area of public health informatics,
- (2) knowledge and experience working with the Epi Info 2002 software package,

Offerors shall submit a resume or curriculum vitae (CV), with any appropriate, applicable documentation to support the information provided (i.e, training certificates, job performance evaluations, etc), that demonstrates the offeror possesses the knowledge and experience required to perform the requirements of this solicitation.

Specific weightings and scoring standards are as follows:

Knowledge and Experience in the Area of Public Health Informatics -- 55 points

Excellent knowledge and experience is indicated by advanced training and experience in public health informatics as a scientific discipline. Training or experience specific in the application of informatics principles to the delivery of HIV/AIDS prevention and care programs in the international setting is desirable.

Fully acceptable is indicated by advanced training and experience in designing and implementing databases and information systems that support data collection, management and analysis for public health activities including information technology including systems. This definition differs from "superior" in that the training and experience is in technology and not in the science of informatics.

Minimally acceptable is indicated by advanced training in database and information systems design and development.

Knowledge and Experience Working with the Epi Info 2002 Software Package – 45 points

Excellent knowledge and experience is indicated by having had the lead responsibility in developing and implementing at least two surveillance or related public health systems using the Epi Info 2000/2002 package, with at least one of these incorporating extensions to Epi Info not found in the core Epi Info software

Fully acceptable is indicated by having had the lead responsibility in implementing at least one surveillance or related public health system in Epi Info 2000/2002, or having served on a team responsible for the development of two such systems (20 of 30 points)

Minimally acceptable is indicated by having served on a team responsible for developing at least one surveillance or related public health system using Epi Info 2000/2002 or Epi Info for DOS

E. SALARY

The position of a Chief Consultant for Informatics Activities is the equivalent of a U.S Government General Services position at a GS-14/15 level with a salary range of \$72,381 to \$110,682. The actual salary for the successful offeror will be negotiated within the pay range based on qualifications, salary and work history, experience and educational background. Salaries proposed over and above the stated range will not be entertained or negotiated.

F. BENEFITS

Health and welfare benefits will be paid on a monthly basis with the negotiation salary. Applicants are requested to provide a break down of the requested salary and requested amount for health and welfare benefits. Housing, utilities, and telephone services will be provided separate from this contract.

G. SECURITY & MEDICAL CLEARANCES

The contractor will be required to obtain a medical clearance prior to service overseas. Also prior to beginning work, the contractor must have a Temporary Security Clearance obtained from the Embassy.

H. HOW TO APPLY

(a) Offerors are invited to submit a resume or Optional Form (OF) 612 (See Attachment 1) in response to this request. All application documents received will become part of the official file.

(b) The resume or OF 612 must be signed. You must submit 1 original and 4 copies:

Centers for Disease Control and Prevention, PGO
International and Territories Acquisition and Assistance Branch
Attn: Jamie W. Legier
2920 Brandywine Road,
Atlanta, GA 30341
Solicitation No. 2003-N-00896

(e) Offerors are requested to submit resumes, to the maximum extent possible, on high grade white paper which can be recycled.

(f) Facsimile resumes are not authorized

(g) The Government will evaluate offerors in accordance with the evaluation criteria set forth in this document

I. Inquiries

Inquiries concerning the solicitation document should be submitted in writing to the issuing office. Any additions, deletions, or changes to the solicitation will be made by an amendment. OFFERORS ARE INSTRUCTED SPECIFICALLY TO CONTACT ONLY THE SOLICITATION CONTRACTING OFFICE IN CONNECTION WITH ANY ASPECT OF THIS REQUIREMENT PRIOR TO CONTRACT AWARD. PROPOSALS AND ALL CORRESPONDENCE RELATING TO THE SOLICITATION DOCUMENT SHALL BE SUBMITTED TO THE CONTRACTING OFFICE. Inquiries should be received at the Contracting Office no later than 22 August 2003, and maybe submitted via facsimile to 770-488-2688, via e-mail to Jlegier@cdc.gov or mailed hard copy to the address shown as the issuing office on the cover sheet of the solicitation.

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for	3 Announcement number
4 Last name	First and middle names		5 Social Security Number
6 Mailing address			7 Phone numbers (include area code)
City	State	ZIP Code	Daytime () - Evening () -

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

1) Job title (if Federal, include series and grade)

From (MM/YYYY)	To (MM/YYYY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number () -
Describe your duties and accomplishments				

2) Job title (if Federal, include series and grade)

From (MM/YYYY)	To (MM/YYYY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number () -
Describe your duties and accomplishments				

GENERAL INFORMATION

Optional Form 612 (September 1994) (EG), CDC Adobe Acrobat 5.0 Electronic Version, 8/2002
U.S. Office of Personnel Management

You may apply for most Federal jobs with a resume, the attached *Optional Application for Federal Employment* or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at 812-757-3000, TDD 812-744-2299, by computer modem 812-757-3100, or via the Internet at <http://www.usajobs.opm.gov>.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees). Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Designed using Adobe Acrobat, USOPM, April 1998

PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

■ The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

■ We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.

■ If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

■ We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition

and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

■ We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.

■ We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to U.S. Office of Personnel Management, Reports and Forms Management Office, Washington, DC 20415-0001.

■ Send your application to the agency announcing the vacancy.

9 May we contact your current supervisor?

YES ☐ NO ☐ ► If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☐

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Colleges and universities attended. Do not attach a copy of your transcript unless requested.

Name	Total Credits Earned		Major(s)	Degree - (If any)	Year Received
	Semester	Quarter			
1) City State ZIP Code					
2)					
3)					

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

GENERAL

14 Are you a U.S. citizen? YES ☐ NO ☐ ► Give the country of your citizenship.

15 Do you claim veterans' preference? NO ☐ YES ☐ ► Mark your claim of 5 or 10 points below.

5 points ☐ ► Attach your DD 214 or other proof. 10 points ☐ ► Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee?

NO ☐ YES ☐ ► For highest civilian grade give:

Series Grade From (MM/YYYY) To (MM/YYYY)

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO ☐ YES ☐ ► If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED